

**Chapter 2 Procedures**

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### Function

### Overview

This section describes the key events to establish, maintain and inquire contract change database records in AGPS.

The purpose of this chapter is to define the procedures for processing contract changes. Contract changes may be issued to administratively correct the contract, to remove (cancel) lines from the contract, add lines to the contract, cancel the contract, or any combination of these. **NOTE: Contracts or contract lines cannot be deleted. Instead, they are canceled by change of Status Code.**

A contract must have been printed and active (at Status Code 548) before a change can be issued.

To issue a contract change:

- Create a contract change record via KCHG
- Add contract change text via KCTX
- Set the KCHG order change status code equal "555" to print a final change
- Receive the printed change, sign and distribute

The contract change does not actually update the Contract database like the order change does. Whatever action the contract change formalizes, that action must be completed in AGPS using other contract transactions. For example, if the contract change added a line to the contract, in addition to issuing the change, the buyer would have to add the line to the contract using the KLI2 transaction. Likewise, to cancel a line, the buyer would have to change the KLI2 to canceled status; i.e., Status Code 596-599.

During this process certain approvals may be automatically added to the Approval Table (PAPV). In addition approvals may be manually added to the PAPV table. Before the contract change can be processed to the next step, all approval records in the PAPV Table must be approved or canceled. See Section 13, Electronic Approvals Processing for a detailed description of the approval process.

Following are the details of the processes to enter contract changes, obtain approvals, and print changes.

## **1 ADD/CHANGE CONTRACT CHANGE RECORDS**

### **1.1 Add Contract Change Header Record**

**Overview**

The AGPS user department may have a contract that was awarded but for one reason or another requires change to add additional specification or terms and conditions, or it may require add of additional contract lines. The contract change process is begun with creation of the contract header record. This is accomplished by use of the KCHG screen.

**Inputs**

- Required contract number
- Required contract change type
- Required change number

**Outputs**

- Updated KCHG Table

**Completing  
The Procedure**Cross-ReferenceSteps

	1.	Determine the contract requiring change, the changes required and the transactions to use. To begin the process add the contract change header record.
KONT 4: KONT		<b>Contract Number</b> must be a valid and active contract record in the KONT Table.
INST 4: BTAB		<b>Change Type</b> must be a valid entry in BTAB Table TK (Change Type Codes).
INST 4: BAAT		User must have access and maintenance authority in the BAAT Table for the purchasing agency records to process this screen.
	2.	Add contract change header record in AGPS.
KCHG 4: KCHG	a.	If you are not in the KCHG screen, type <b>KCHG</b> in the Function Line and press RETURN/ENTER.
	b.	Type <b>CLEAR</b> in the Function Line and press RETURN/ENTER. Screen data entry fields should be blanked and <b>ADD</b> inserted in the Function Line.

## **CONTRACT CHANGE PROCESSING**

## **PROCEDURES**

### **1.1 Add Contract Change Header Record**

#### Cross-Reference

#### Steps

- c. Using the TAB key, move to Contract Number field and type desired contract number.
- d. Using the TAB key, move to Change Number field and type desired contract change number.
- e. Using the TAB key, move to Status Code field and type **500**.
- f. Using the TAB key, move to Change Type Code field and type desired change type.
- g. Using the TAB key, move to Whim field and type desired whim indicator.

- 3. Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.

## 1.2 Change Contract Change Header Record

### Overview

The AGPS user may need to change the contract change header record after it is added. The user may desire to change the change type to more correctly indicate the type contract change being processed or the user may desire to change the whim approval indicator. This is accomplished by use of the KCHG screen.

### Inputs

- Required contract number
- Required change number
- Required change to change type
- Required change to whim approval indicator

### Outputs

- Updated KCHG Table

### Completing The Procedure

#### Cross-Reference

#### Steps

1. Determine the contract change requiring change and the changes required.  
  
KONT 4: KONT      **Contract Number** must be a valid and active contract record in the KONT Table.  
  
INST 4: BTAB      **Change Type** must be a valid entry in BTAB Table TK (Change Type Codes).  
  
                         **Status Code** must be a valid entry in BTAB Table SK (Status Code - Contract).  
  
INST 4: BAAT      User must have access and maintenance authority in the BAAT Table for the purchasing agency records to process this screen.
2. Change contract change header record in AGPS.  
  
KCHG 4: KCHG      a. If you are not in the KCHG screen, type **KCHG** in the Function Line and press RETURN/ENTER.  
  
                         b. Type **INQUIRE** in the Function Line.  
  
                         c. Using the TAB key, move to Contract Number field and type desired contract number.

# CONTRACT CHANGE PROCESSING

## PROCEDURES

### 1.2 Change Contract Change Header Record

#### Cross-Reference

#### Steps

- d. Using the TAB key, move to Change Number field and type desired contract change number.
  - e. Press RETURN/ENTER. The requested contract change record should be displayed.
3. Type **CHANGE** in the Function Line.
    - a. Using the TAB key, move to Status Code field and type desired status code.

If ...	Then ...
Indicating change under supervisor review	Type status code = <b>501</b>
Indicating change under buyer review	Type status code = <b>502</b>
Ready for further processing	Type status code = <b>505</b>
To initiate approvals	Type status code = <b>525</b>
Printing a change	Type status code = <b>555</b>
Canceling a change	Type status code = <b>596-599</b>

- b. Using the TAB key, move to Change Type Code field and type desired change type.
  - c. Using the TAB key, move to Whim field and type desired whim indicator.
4. Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.

### 1.3 Delete Contract Change Header Record

**Overview** The AGPS user may need to delete the contract change header record after it is added. This is accomplished by use of the KCHG screen.

**Inputs**

- Required contract number
- Required change number

**Outputs**

- Updated KCHG Table

#### Completing The Procedure

Cross-Reference	Steps
	1. Determine the contract change to be deleted.
KONT 4: KONT	<b>Contract Number</b> must be a valid and active contract record in the KONT Table.
KCHG 4: KCHG	<b>Change Number</b> , combined with the contract number, must be a valid and active contract change record in the KCHG Table.
INST 4: BAAT	User must have access and maintenance authority in the BAAT Table for the purchasing agency records to process this screen.
	2. Delete contract change header record in AGPS.
KCHG 4: KCHG	<ul style="list-style-type: none"> <li>a. If you are not in the KCHG screen, type <b>KCHG</b> in the Function Line and press RETURN/ENTER.</li> <li>b. Type <b>INQUIRE</b> in the Function Line.</li> <li>c. Using the TAB key, move to Contract Number field and type desired contract number.</li> <li>d. Using the TAB key, move to Change Number field and type desired contract change number.</li> </ul>
	3. Type <b>DELETE</b> in the Function Line.
	4. Press RETURN/ENTER.

## **CONTRACT CHANGE PROCESSING**

## **PROCEDURES**

### **1.3 Delete Contract Change Header Record**

Cross-Reference

Steps

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.



## 1.4 Inquire Contract Change Header Record

**Overview** The AGPS user may need to inquire the contract change header record after it is added. This is accomplished by use of the KCHG screen.

**Inputs**

- Required contract number
- Required change number

**Outputs**

- Display of the requested KCHG Table record

### Completing The Procedure

#### Cross-Reference

#### Steps

1. Determine the contract change to be inquired.  
  
KONT 4: KONT      **Contract Number** must be a valid and active contract record in the KONT Table.  
  
KCHG 4: KCHG      **Change Number**, combined with the contract number, must be a valid and active contract change record in the KCHG Table.  
  
INST 4: BAAT      User must have access and maintenance authority in the BAAT Table for the purchasing agency records to process this screen.
2. Inquire contract change header record in AGPS.
  - a. If you are not in the KCHG screen, type **KCHG** in the Function Line and press RETURN/ENTER.
  - b. Type **INQUIRE** in the Function Line.
  - c. Using the TAB key, move to Contract Number field and type desired contract number.
  - d. Using the TAB key, move to Change Number field and type desired contract change number.
3. Press RETURN/ENTER.

## **CONTRACT CHANGE PROCESSING**

## **PROCEDURES**

### **1.4 Inquire Contract Change Header Record**

Cross-Reference

Steps

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display requested contract change header record.

## **2 ADD/CHANGE CONTRACT CHANGE TEXT RECORDS**

### **2.1 Add Contract Change Order Text**

#### **Overview**

The AGPS user is provided the capability to add contract change text relating to a specific contract change in AGPS. Contract change text may pertain to processing, delivery instruction, packaging, vendor performance, explanation of change, etc. This is accomplished by use of the KCTX screen.

#### **Inputs**

- Required contract number
- Required contract change number
- Required contract change text

#### **Outputs**

- Update of KCTX Table

#### **Completing The Procedure**

##### Cross-Reference

##### Steps

1. Determine the contract change for which contract change text will be added and the text to be entered into contract change text record.

KONT 4: KONT

**Contract Number** must be a valid and active contract record in the KONT Table.

KCHG 4: KCHG

**Change Number**, combined with the contract number, must be a valid and active contract change record in the KCHG Table.

INST 4: BAAT

User must have access and maintenance authority in the BAAT Table for the purchasing agency records to process this screen.

2. Add KCTX record into AGPS.

KCHG 4: KCTX

- a. If you are not in the KCTX screen, type **KCTX** in the Function Line and press RETURN/ENTER.
- b. Type **G (GET)** in the Function Line.

## CONTRACT CHANGE PROCESSING

## PROCEDURES

### 2.1 Add Contract Change Order Text

#### Cross-Reference

#### Steps

- c. Using the TAB key, move to Contract Number field and type desired contract number.
  - d. Using the TAB key, move to Change Order Number field and type desired contract change number.
3. Press RETURN/ENTER. The text screen should be formatted with null (.) lines. If text is present, the text should be formatted to the screen.  
  
NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display requested text record.
  - a. Type **C (CHANGE)** in the Function Line.
  - b. Using the TAB key, move to the first text or null (.) line. Type the desired text. Text lines are seventy characters in length. A null (.) line cannot exist between text lines, (.) must be spaced out.
4. Press RETURN/ENTER.  
  
NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'ALL LINES CHANGED'.

## 2.2 Change Contract Change Order Text

### Overview

The AGPS user is provided the capability to maintain contract change text relating to a specific contract change in AGPS. Contract change text may pertain to processing, delivery instruction, packaging, vendor performance, explanation of contract change, etc. This is accomplished by use of the KCTX screen.

### Inputs

- Required contract number
- Required contract change number
- Required changes to contract change text

### Outputs

- Update of KCTX Table

### Completing The Procedure

#### Cross-Reference

#### Steps

	1.	Determine the contract change for which the user will change contract change text and the required change to text.
KONT 4: KONT		<b>Contract Number</b> must be a valid and active contract record in the KONT Table.
KCHG 4: KCHG		<b>Change Number</b> , combined with the contract number, must be a valid and active contract change record in the KCHG Table.
INST 4: BAAT		User must have access and maintenance authority in the BAAT Table for the purchasing agency records to process this screen.
	2.	Change KCTX record in AGPS.
KCHG 4: KCTX	a.	If you are not in the KCTX screen, type <b>KCTX</b> in the Function Line and press RETURN/ENTER.
	b.	Type <b>G (GET)</b> in the Function Line.
	c.	Using the TAB key, move to Contract Number field and type desired contract number.

Cross-ReferenceSteps

- d. Using the TAB key, move to Change Order Number field and type desired contract change number.
    - e. Using the TAB key, move to Text Action field and type desired text action. See Section 15, Miscellaneous Processing, General Text Processing, Chapter 2 for additional information.
  3. Press RETURN/ENTER. The text screen should be formatted with null (.) lines. If text is present, the text should be formatted to the screen.  
  
NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display requested text record.
    - a. Type **C (CHANGE)** in the Function Line.
    - b. Using the TAB key, move to the desired text or null (.) line. Type the desired text. Text lines are seventy characters in length. A null (.) line cannot exist between text lines, (.) must be spaced out.
  4. Press RETURN/ENTER.  
  
NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'ALL LINES CHANGED'.

## 2.3 Delete/Insert Contract Change Order Text

**Overview** The AGPS user is provided the capability to delete and/or insert text lines of contract change text relating to a specific contract change in AGPS. This is accomplished by use of the KCTX screen.

- Inputs**
- Required contract number
  - Required contract change number
  - Required text line action code
  - Required text action
  - Required change to text

- Outputs**
- Update of KCTX Table

### Completing The Procedure

<u>Cross-Reference</u>	<u>Steps</u>
	1. Determine the contract change for which the user will delete/insert contract change text and the required change to text.
KONT 4: KONT	<b>Contract Number</b> must be a valid and active contract record in the KONT Table.
KCHG 4: KCHG	<b>Change Number</b> , combined with the contract number, must be a valid and active contract change record in the KCHG Table.
INST 4: BAAT	User must have access and maintenance authority in the BAAT Table for the purchasing agency records to process this screen.
	2. Delete/Insert text lines in KCTX records.
KCHG 4: KCTX	a. If you are not in the KCTX screen, type <b>KCTX</b> in the Function Line and press RETURN/ENTER.
	b. Type <b>G (GET)</b> in the Function Line.

## CONTRACT CHANGE PROCESSING

## PROCEDURES

### 2.3 Delete/Insert Contract Change Order Text

Cross-Reference	Steps
	<ul style="list-style-type: none"><li>c. Using the TAB key, move to Contract Number field and type desired contract number.</li><li>d. Using the TAB key, move to Change Order Number field and type desired contract change number.</li><li>e. Using the TAB key, move to Text Action field and type desired text action. See Section 15, Miscellaneous Processing, General Text Processing, Chapter 2 for additional information.</li></ul>
	<p>3. Press RETURN/ENTER. The text screen should be formatted with requested lines of text.</p> <p>NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display requested text record.</p> <ul style="list-style-type: none"><li>a. Type <b>C (CHANGE)</b> in the Function Line.</li><li>b. Using the TAB key, move to the Text Action field and type <b>X (to delete)</b>, <b>OR I (to insert)</b>.</li><li>c. Using the TAB key, move to the Line Number field and enter the text line(s) to be deleted (as a single line, i.e., 1, 2, etc., or a line range 1-4, or ALL (all lines)) <b>or</b>, if inserting text, insert the text line number after which text is to be inserted.</li></ul>
	<p>4. Press RETURN/ENTER.</p> <p>NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'PREVIOUS UPDATE SUCCESSFUL'.</p> <p><b>X</b> will result in the deletion of the text line numbers specified in the Line Number field. If the action was <b>X</b>, the text screen will return with all lines that were not deleted. If the action was "X ALL", skip to step 4.c. Before using the "X ALL" function, please be sure you do not need the text.</p> <p><b>I</b> indicates that the user desires to insert line(s) of text after the line of text identified in the Line Number field. If the action was <b>I</b>, the text screen will return with the line identified in the line number field followed by</p>



Cross-ReferenceSteps

blank (null (.)) lines ready for text to be entered. Remember, the line number is the position of the line on the screen, and will be one or more of the numbers 1 through 9.

- a. If inserting text, type **C (CHANGE)** in the function line.
- b. Using the TAB key, move to the first null (.) line and type desired text. A null (.) line cannot exist between text lines, (.) must be spaced out. Skip to step 5.
- c. If overwriting existing text, with "CHANGE" still in the Function Line, tab to the Line Number field and enter "UPLD". The UPLD process is required for text screens that pull a text description from a text data base (i.e. commodity data base CSPC or text data base TXLN). When using screens that access these text data bases (i.e. RMOD - OMOD - OCMD - KMOD - STXL) and the user needs to delete ALL text lines and completely overwrite the existing description from a text data base, the UPLD (upload) process must be followed. Using the TAB key, move to the first null (.) line and type desired text.

5. Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'PREVIOUS UPDATE SUCCESSFUL'.

## 2.4 Inquire Contract Change Order Text

**Overview** The AGPS user is provided the capability to inquire text lines of contract change text relating to a specific contract change in AGPS. This is accomplished by use of the KCTX screen.

- Inputs**
- Required contract number
  - Required contract change number
  - Required text action

- Outputs**
- Display of requested KCTX Table text lines

### Completing The Procedure

#### Cross-Reference

#### Steps

1. Determine the contract change for which the user will inquire text.
  - KONT 4: KONT **Contract Number** must be a valid and active contract record in the KONT Table.
  - KCHG 4: KCHG **Change Number**, combined with the contract number, must be a valid and active contract change record in the KCHG Table.
  - INST 4: BAAT User must have access and maintenance authority in the BAAT Table for the purchasing agency records to process this screen.
2. Inquire KCTX record text.
  - KCHG 4: KCTX
    - a. If you are not in the KCTX screen, type **KCTX** in the Function Line and press RETURN/ENTER.
    - b. Type **G (GET)** in the Function Line.
    - c. Using the TAB key, move to Contract Number field and type desired contract number.
    - d. Using the TAB key, move to Change Order Number field and type desired contract change number.

Cross-ReferenceSteps

- e. Using the TAB key, move to Text Action field and type desired text action. See Section 15, Miscellaneous Processing, General Text Processing, Chapter 2 for additional information.

3. Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, the text line record should be displayed.

### **3 BLANKET CONTRACT LINE PRICE CHANGES**

#### **3.1 Enter Mass Contract Line Price Change**

**Overview** The AGPS user is provided the capability to affect a mass contract line price change with a single screen in AGPS. When the contract option is exercised, all contract line pricing will be changed according to the percentage of adjustment entered by the user. This is accomplished with use of the KON3 screen.

**Inputs**

- Required contract number
- Required price adjustment percentage

**Outputs**

- Update of KONT and KLIN Table

#### **Completing The Procedure**

##### Cross-Reference

##### Steps

- |              |    |   |
|--------------|----|---|
|              | 1. | Determine the contract for which contract line pricing changes will be affected in mass.                                    |
| KONT 4: KONT |    | <b>Contract Number</b> must be a valid and active contract record in the KONT Table.  |
| INST 4: BAAT |    | User must have access and maintenance authority in the BAAT Table for the purchasing agency records to process this screen. |
|              | 2. | Enter mass price change in AGPS.  |
| KONT 4: KON3 | a. | If you are not in the KON3 screen, type <b>KON3</b> in the Function Line and press RETURN/ENTER.                            |
|              | b. | Type <b>INQUIRE</b> in the Function Line.   |
|              | c. | Using the TAB key, move to Contract Number field and type desired contract number.  |
|              | d. | Press RETURN/ENTER. Requested contract record should be displayed.  |

## **CONTRACT CHANGE PROCESSING**

## **PROCEDURES**

### **3.1 Enter Mass Contract Line Price Change**

#### Cross-Reference

#### Steps

3. Type **CHANGE** in the Function Line.
  - a. Using the TAB key, move to Status Code field and if status is not already 501, type **501**.
4. Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.
5. Type **CHANGE** in the Function Line.
  - a. Using the procedures of Section 11, Contract Processing, paragraph 3.1 Adjust Contract Pricing, enter desired contract pricing adjustment percentage.
6. Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.

### 3.2 Inquire Mass Contract Line Price Change

**Overview** The AGPS user is provided the capability to inquire a mass contract line price change with a single screen in AGPS. This is accomplished with use of the KON3 screen.

**Inputs** • Required contract number

**Outputs** • Display of requested KONT Table record

#### Completing The Procedure

#### Cross-Reference

#### Steps

1. Determine the contract for which mass contract line pricing changes will be inquired.

KONT 4: KONT **Contract Number** must be a valid and active contract record in the KONT Table.

INST 4: BAAT User must have access and maintenance authority in the BAAT Table for the purchasing agency records to process this screen.

2. Inquire mass price change in AGPS.

KONT 4: KON3 a. If you are not in the KON3 screen, type **KON3** in the Function Line and press RETURN/ENTER.

b. Type **INQUIRE** in the Function Line.

c. Using the TAB key, move to Contract Number field and type desired contract number.

3. Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display requested contract change header record.

## **4 INDIVIDUAL CONTRACT LINE PRICE CHANGE**

### **4.1 Add Contract Line Price Change**

**Overview** The AGPS user is provided the capability to affect individual contract line price changes in AGPS. The user may be required to adjust the price on only one or two lines on a contract but not all lines that are on a contract. This is accomplished with use of the KLPC screen.

- Inputs**
- Required contract number
  - Required contract line number
  - Required pricing change
- Outputs**
- Update of KLPC and KLIN Table

#### **Completing The Procedure**

##### Cross-Reference

##### Steps

1. Determine the contract line for which a pricing change will be processed and the change required.

KONT 4: KONT **Contract Number** must be a valid and active contract record in the KONT Table.

KONT 4: KLIN **Line Number**, combined with the contract number, must be a valid and active contract line record in the KLIN Table.

INST 4: BAAT User must have access and maintenance authority in the BAAT Table for the purchasing agency records to process this screen.
2. Add contract line price change in AGPS.

KONT 4: KLPC

  - a. If you are not in the KLPC screen, type **KLPC** in the Function Line and press RETURN/ENTER.
  - b. Using the procedures of Section 11, Contract Processing, paragraph 2.13 Contract Line Price Adjustment, add the required contract line pricing change.

## 4.2 Change Contract Line Price Change

**Overview** The AGPS user is provided the capability to change individual contract line price changes that have been entered in AGPS. The contract pricing change record cannot be processed by the system (Update Flag = Y). This is accomplished with use of the KLPC screen.

- Inputs**
- Required contract number
  - Required contract line number
  - Required pricing change
- Outputs**
- Update of KLPC and KLIN Table

### Completing The Procedure

<u>Cross-Reference</u>	<u>Steps</u>
	1. Determine the contract line for which a pricing change will be changed and the change required.
KONT 4: KONT	<b>Contract Number</b> must be a valid and active contract record in the KONT Table.
KONT 4: KLPC	<b>Line Number</b> , combined with the contract number, must be a valid and active contract line price change record in the KLPC Table.
INST 4: BAAT	User must have access and maintenance authority in the BAAT Table for the purchasing agency records to process this screen.
	2. Change contract line price change in AGPS.
KONT 4: KLPC	a. If you are not in the KLPC screen, type <b>KLPC</b> in the Function Line and press RETURN/ENTER.
	b. Using the procedures of Section 11, Contract Processing, paragraph 2.13 Contract Line Price Adjustment, change the required contract line pricing change.



### 4.3 Delete Contract Line Price Change

**Overview** The AGPS user is provided the capability to delete individual contract line price changes that have been entered in AGPS. The contract pricing change record cannot be processed by the system (Update Flag = Y). This is accomplished with use of the KLPC screen.

**Inputs**

- Required contract number
- Required contract line number

**Outputs**

- Update of KLPC Table

#### Completing The Procedure

Cross-Reference	Steps
	1. Determine the contract line for which a pricing change will be deleted.
KONT 4: KONT	<b>Contract Number</b> must be a valid and active contract record in the KONT Table.
KONT 4: KLPC	<b>Line Number</b> , combined with the contract number, must be a valid and active contract line price change record in the KLPC Table.
INST 4: BAAT	User must have access and maintenance authority in the BAAT Table for the purchasing agency records to process this screen.
	2. Delete contract line price change in AGPS.
KONT 4: KLPC	a. If you are not in the KLPC screen, type <b>KLPC</b> in the Function Line and press RETURN/ENTER.
	b. Type <b>INQUIRE</b> in the Function Line.
	c. Using the TAB key, move to Contract Number field and type desired contract number.
	d. Using the TAB key, move to Line Number field and type desired contract line number.
	e. Using the TAB key, move to Effective After field and type desired effective after date.

## **CONTRACT CHANGE PROCESSING**

## **PROCEDURES**

### **4.3 Delete Contract Line Price Change**

#### Cross-Reference

#### Steps

- f. Press RETURN/ENTER. Requested KLPC line record should be displayed.
3. Type **DELETE** in the function line. Verify that the displayed record's Update Flag is not **Y**.
4. Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.

### 4.4 Inquire Contract Line Price Change

**Overview** The AGPS user is provided the capability to inquire individual contract line price changes that have been entered in AGPS. This is accomplished with use of the KLPC screen.

**Inputs**

- Required contract number
- Required contract line number

**Outputs**

- Display of requested KLPC Table record

### Completing The Procedure

<u>Cross-Reference</u>	<u>Steps</u>
	1. Determine the contract line for which a pricing change will be inquired.
KONT 4: KONT	<b>Contract Number</b> must be a valid and active contract record in the KONT Table.
KONT 4: KLPC	<b>Line Number</b> , combined with the contract number, must be a valid and active contract line price change record in the KLPC Table.
INST 4: BAAT	User must have access and maintenance authority in the BAAT Table for the purchasing agency records to process this screen.
	2. Inquire contract line price change in AGPS.
KONT 4: KLPC	a. If you are not in the KLPC screen, type <b>KLPC</b> in the Function Line and press RETURN/ENTER.
	b. Type <b>INQUIRE</b> in the Function Line.
	c. Using the TAB key, move to Contract Number field and type desired contract number.
	d. Using the TAB key, move to Line Number field and type desired contract line number.
	e. Using the TAB key, move to Effective After field and type desired effective after date.

## **CONTRACT CHANGE PROCESSING**

## **PROCEDURES**

### **4.4 Inquire Contract Line Price Change**

#### Cross-Reference

#### Steps

3. Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display requested contract line price change record.

## **5 ADD/CHANGE CONTRACT CHANGE APPROVAL RECORDS**

### **5.1 Contract Change Approval Processing**

#### **Overview**

The AGPS user is provided the capability to add/change and/or approve contract change approval records. The system is designed to automatically create all required contract change approvals when an add and/or change is processed for the contract change header record. The user also has the capability to manually add any additional approvals deemed necessary for processing of the contract change document. This is accomplished with KCHG and PAPV.

#### **Inputs**

- Required contract number
- Required contract change number
- Required conditions to invoke an approval
- Required input data for a manual approval

#### **Outputs**

- Updated PHLD/PAPV Table

#### **Completing The Procedure**

##### Cross-Reference

##### Steps

1. Perform normal contract change processing.
2. Add/Change Contract Change Header Table record approvals.
  - a. Add KCHG, using procedures of 1.1 Contract Change Header Record above.
  - b. Change KCHG, using procedures of 1.2 Change Contract Change Header Record above, whim indicator.
3. Change, using procedures of 1.2 Change Contract Change Header Record above, contract change status to greater than 524.

## **CONTRACT CHANGE PROCESSING**

## **PROCEDURES**

### **5.1 Contract Change Approval Processing**

#### Cross-Reference

#### Steps

NOTE: On successful change of contract change header status greater than 524, all required contract change approvals will be moved to the PAPV Table for processing. See Section 13, Electronic Approvals Processing.

4. Manually add order approval record(s). See Section 13, Electronics Approval Processing, Chapter 2, 4 ADD/CHANGE MANUAL APPROVAL RECORDS.

## **6 CONTRACT CHANGE PRINT**

### **6.1 Printing Contract Change**

**Overview** The AGPS user is provided the capability to print the contract change for issuance to the vendor. This is accomplished with use of the KCHG screen.

**Inputs**

- Required contract number
- Required contract change number
- Required status code

**Outputs**

- Update of KCHG Table and print of contract change documents

#### **Completing The Procedure**

##### Cross-Reference

##### Steps

1. Determine the contract change to be printed final and change the status code.  
  
KONT 4: KONT **Contract Number** must be a valid and active contract record in the KONT Table.  
  
KCHG 4: KCHG **Change Number**, combined with the contract number, must be a valid and active contract change record in the KCHG Table.  
  
INST 4: BAAT User must have access and maintenance authority in the BAAT Table for the purchasing agency records to process this screen.
2. Print contract change in AGPS.  
  
KCHG 4: KCHG
  - a. If you are not in the KCHG screen, type **KCHG** in the Function Line and press RETURN/ENTER.
  - b. Type **INQUIRE** in the Function Line.
  - c. Using the TAB key, move to Contract Number field and type desired contract number.

## **CONTRACT CHANGE PROCESSING**

## **PROCEDURES**

### **6.1 Printing Contract Change**

#### Cross-Reference

#### Steps

- d. Using the TAB key, move to Change Number field and type desired contract change number.
    - e. Press RETURN/ENTER. Requested contract change record should be displayed.
  3. Type **CHANGE** in the Function Line.
    - a. Using the TAB key, move to Status Code field and type **555**.
  4. Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.

A nightly batch program will read the KCHG Table to determine those contract changes requiring print of a contract change. If selected, the contract change documents will be printed.



## **7 INQUIRE CONTRACT CHANGE DATABASE RECORDS**

### **7.1 Inquiry Process**

#### **Overview**

The AGPS user has the capability to view contract change database records using various inquiry screens. Each screen displays similar data in different format with different keys or totally different data.

#### **Inputs**

- Desired inquiry screen
- Required key(s) for inquiry

#### **Outputs**

- Display of requested contract change database record

#### **Completing The Procedure**

##### Cross-Reference

##### Steps

1. Determine the contract change data to be inquired and the screen to be used.
2. Inquire contract change database records by use of desired inquiry screen.
  - a. If the user is not in the desired screen, type the desired inquiry screen identifier in the Function Line and press RETURN/ENTER.
  - b. Type **INQUIRE** in the Function Line.
  - c. Using the TAB key, TAB to key field(s) and complete the necessary key field(s) to access desired record.
3. Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display the desired record.

Screens provided for inquiry of Contract Change Database Record(s) is as follows.

## **CONTRACT CHANGE PROCESSING**

## **PROCEDURES**

### **7.1 Inquiry Process**

#### Cross-Reference

#### Steps

KCHG 4: KSTC

**KSTC** - Contract Change By Status Code and Change Number: This screen provides the user with the capability to inquiry a listing of contract changes by status code. Key is status code, contract number and contract change order number.